



Assessment Procedures under Covid-19

From September 2020

What to Expect on the Day of the Assessment:

This guidance is to let you know what will happen on the day of your appointment and to advise you of the extra measures we have in place at this time. Our objective is to ensure the safety of all who visit and work at our Centre during the easing of restrictions to manage Coronavirus.

1. If the person to be assessed or **anyone in the household** is displaying any suspected **Covid-19 symptoms***, **do not come to the appointment**, contact us asap on: office@dyslexiacentre.co.uk cc to officetwo@dyslexiacentre.co.uk If it is the day of the appointment, call 0117 9739405.
2. We can only allow **ONE person to accompany a child** (17yrs and under) into the building. Please ensure we have the mobile phone contact for this person. Adults (18+) please attend the appointment on your own.
3. Please **provide a pen/pencil and a snack and drink** for your child (water or squash, biscuit/ piece of fruit etc). Adults, please feel free to bring your own hot or cold drink. Please take away any packaging/ containers afterwards.

On arrival:

- Please **be prompt** - Arrive no more than 10 mins before your appointment time. If you have travel to the centre by bus or train you will need to wear a mask while on public transport. The car park is for staff ONLY. Pay and display parking is available nearby. When you arrive, please wait outside and signal to us through the window that you have arrived, or ring us on 0117 9739405. A member of staff will then collect you when we are ready for you.
- We request that visitors over 11yrs (secondary school and above) **wear a face covering in the communal areas** of our building, however once in the appointment Perspex screens are used, so masks may be removed.
- **Wash your hands** on entry to building (bathroom on right hand side of hall). Or use sanitizer provided.
- **Practice social distancing** when on site and observe signs or floor markings (stay 2m away from other people who are not in your household.) Please try to limit the surfaces you touch. We are controlling the flow of people onsite at any given time to make this as manageable as possible.

The assessment:

- The accompanying parent will have a brief introduction with the assessor and be able to see the room where the assessment will take place if required for peace of mind or to settle the child.
- The assessment will then be carried out 1:1, using safety measures and regular cleaning of materials and shared spaces. All staff and assessors have enhanced DBS certificates and safeguarding policies are in place.



- In the assessment, wherever possible 2m social distancing will be followed. However, at times resources will need to be passed between the assessor and assessee and the distance between them may need to come within 1m for the administration of certain tests. For this reason, they will be separated by a large Perspex screen and exchange of resources made through a passing slot under the screen. Both parties will have access to sanitizer, tissues and pedal bins. Ventilation will be encouraged with the door to the assessment room remaining ajar and windows being opened as appropriate.
- The assessment will take approx. 2 hours. We cannot allow the accompanying adult to wait inside the building, but request that you please **wait nearby. (In your car, nearby shops or directly opposite on the Downs)**. Please make sure you have your mobile phone with you at all times.
- At the end of the assessment, the assessor will deliver your child back to you outside - then arrange a suitable time for feedback with you, this might be given then and there in the car park, (the child can remain inside the building during this if needed) or by phone at a later date. This will bring the assessment process to a close.

If you have any questions, please do not hesitate to contact us.

*Covid-19 Symptoms:

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If you have any of the symptoms above you should self-isolate at home and arrange for a Covid-19 test.